
IT Professional Technical Services Master Contract Program T#:902TS

Statement of Work (SOW) For Technology Services Issued By

Minnesota Department of Veterans Affairs

Project Title: Windows 7 and Office 2010 Desktop Deployment

**Service Category(ies):
Desktop-Application (Design & Development); Desktop-
Operating System; Desktop-Support; Analyst – Business;
Project Management**

Business Need

Minnesota Department of Veteran Affairs is in need of a firm to assist in Windows 7 deployment engagement. This will provide assistance in assessment, compatibility, adoption, deployment, and operation of Windows 7 operating system, Windows Internet Explorer 9 internet browser, and Microsoft Office Professional Plus 2010.

This project will include the needs of all areas of MDVA including, the following areas identified as the project stakeholders: Central Office (Commissioner's Office, Information Technology, Human Resources, Fiscal Services, Communications, Legislative Services, Affirmative Action), Central Pharmacy, Veterans Home Minneapolis, Adult Day Care, Veterans Home Hastings, Veterans Home Silver Bay, Veterans Home Fergus Falls, Veterans Home Luverne, Claims Office Saint Paul, Claims office Fargo, Outreach, Higher Education Brainerd, Tribal Veteran Service Officers, Women Veterans and Employment, State Approving Agency, State Soldier's Assistance Program, Veterans Preference and State Cemetery Little Falls.

Project Goals Include

1. Implementation and configuration of a Windows 7 and, Internet Explorer 9 and Office 2010 deployment solution.
2. Provide compatibility assessment with current application and office documents
3. Deployment of specified applications.
4. Provide upgrade information for any application which needs to be upgraded to meet Windows 7 requirements.
5. Perform remediation to specified applications with no upgrade path based on the assessment outputs to ensure compatibility with Windows 7.
6. Ensure the deployed OS and specified applications are stable.

Agency Project High Level Requirements

1. Project Planning
 - 1.1. Work with MDVA to develop detailed schedule and resource plan
 - 1.2. Develop issue tracking and change management process
 - 1.3. Develop risk management plan
 - 1.4. Develop communication and escalation plan
 - 1.5. Review project scope and requirements to ensure project objectives will be met
 - 1.6. Define project teams with roles and responsibilities
2. User Profile and Application Assessment
 - 2.1. Define approach for gathering user profiles and application information within the MDVA environment
 - 2.2. Identify tools needs for automated assessment and deployment where ever possible
 - 2.3. Configure tools to capture the desired data elements
 - 2.4. Assess application for compatibility with Office 2010, Windows 7, and Internet Explorer 9.
 - 2.5. Test data capture process
 - 2.6. Verify data capture process and resulting data meets the defined requirements
 - 2.7. Produce detailed report of user profile and application assessment
 - 2.7.1. Create a summary by application, version, and number installed, with the ability to tie back to users
3. Pilot and Deployment
 - 3.1. Assess the environment to determine deployment scenario. The team must determine which combination of deployment scenarios the environment will use.
 - 3.2. Identify pilot group and the requirements for project pilot
 - 3.3. Develop a deployment plan for the project pilot
 - 3.4. Execute deployment plan with the pilot
 - 3.5. Conduct lessons learned activity and improve the deployment plan as required
4. Implementation and configuration of a Windows 7 and Office 2010 deployment solution
 - 4.1. Microsoft System Center Configuration Manager will be used to deploy Office and Windows 7
 - 4.2. Coordinate resources need for deployment to production environment
 - 4.3. Office 2010 will be integrated into a single corporate master image using Microsoft System Center Configuration Manager
 - 4.4. All laptop devices will leverage bit locker encryption or similar solution.
 - 4.5. Deploy Windows7, Office2010 and Internet Explorer 9 to approximately 800 clients in 6 locations and approximately 50 remote workers.
 - 4.6. Set up model driver library for up to 7 supported Dell supported laptops and desktop models.
 - 4.7. Deployment to maximum of 5 applications:
 - 4.7.1. McAfee End Point Protection
 - 4.7.2. Adobe Reader
 - 4.7.3. Adobe Flash
 - 4.7.4. Lync 2010
 - 4.8. Remediation activities
 - 4.8.1. Perform application compatibility testing for up to 1500 applications against Windows 7.
 - 4.8.2. Provide upgrade information for any application which needs to be upgraded to ensure compatibility. If upgrade path is not available remediation may be pursued.
 - 4.8.3. Leverage System Center, Microsoft Enterprise Desktop Virtualization (MED-V) and Microsoft Application Virtualization (App-V) to address application compatibility issues where possible.
 - 4.8.4. MDVA will provide a Windows 7 single image for enterprise use
 - 4.8.5. Remediation to a maximum of 10 applications based on the assessment outputs. Assuming App-V is not an option.
 - 4.8.6. Perform an assessment of no more than 20 Office applications and no more than 2000 Office documents to determine Office 2010 upgrade readiness.
 - 4.8.7. Remediation to a maximum of 5 Office applications and 100 files.
 - 4.9. Manage the automated activation of OS and office 2012
5. Provide best practices through knowledge transfer over the course of the engagement for ongoing of managed end points including update management, and SCCM client health.

Out of Scope Activities

1. Remediation of existing infrastructure to support this solution (for example, Active Directory, network hubs, switches, routers, and so on).
2. Creation or Maintenance of the Windows 7 images after the deployment.
3. Application package deployments beside those specifically listed.
4. Industry regulatory compliance requirements.
5. Services related in any way to any custom XML editor for Microsoft Word.
6. Implementation of Microsoft Enterprise Desktop Virtualization (Med-V), or App-V
7. Any work on existing Anti-Virus solution including but not limited to removal, comparisons or management.
8. Any type of work to provide VPN less remote access.
9. Testing server applications.
10. Testing applications on operating systems other than Windows 7.
11. Testing Web applications on browsers other than Internet Explorer 9.
12. Performance-testing applications.

Project Deliverables

1. Project Plan documents the project tasks, dependencies, and resource use.
2. Risk Plan to be used to track risks and issues for the project.
3. Proof-of-Concept environment for validation of technologies and processes included in services. The vendor is to provide guidance on how the environment is set up by providing a lab guide document.
4. Functional Specification that documents the detailed products, technologies, services, deployment processes, and configuration settings.
5. Design documents should include the design goals, background information that places the solution in a business context, the solution design and architecture, and features and services that define the functionality of the solution.
6. The Test Plan describes the strategy and approach used to plan, organize, and manage the project's testing activities.
7. Training Plan for information technology (IT) professionals on implementation and resources available.
8. Conduct deployment of desktop images to test computers and users in production network.
9. Functional Specification that documents the details each stage of the application compatibility project process.
10. A report results for application compatibility testing.
11. A report results for Microsoft Office and Microsoft Office Access database software compatibility.
12. Automated deployment of Windows 7 standard image.
13. Automated delivery of in scope applications.
14. Application fixes are distributed for applications in scope for remediation.

Vendor Responsibilities

- Provide MDVA with an initial work plan in week two.
- Vendor will be on-site for meetings to gather requirements, organize content, training and knowledge transfer to IT staff. The vendor may complete other work off-site.
- Provide project management support, including developing and managing project schedule, meeting coordination, Risk /Issue management and project scope management.
- Manage project change management process
- Providing qualified staff
- Project documentation
- Providing training/ knowledge transfer
- Project consulting
- Obtaining deliverable signoff

Project Environment

- MDVA will provide an internal point Project Manager to supervise internal resources and act as an Agency point of contact.
- MDVA will provide access to both the MDVA production and development environment as needed with proper security controls.
- MDVA will provide all user hardware, software and licenses needed.
- MDVA will not provide parking or travel accommodations. Any projected cost of travel if needed should be included in project cost.

Required Skills (These are to be scored as pass/fail requirements)

- Assigned technical staff must have a minimum of four years demonstrated experience with Windows 7 administration.
- Assigned technical staff must have been involved in at least two successful Windows 7 deployments involving over 500 clients.
- Contracting firm must have a proven methodology for Windows 7 managed deployment

Project Milestones and Schedule

Activity	Due Date	Time Due
SOW Posted	2/14/2013 – 02/28/2013	
Deadline for Questions	02/20/2013	4:30PM
Targeted Posted Response to Questions	02/22/2013	4:30PM
Proposals due	02/28/2013	4:30PM
Targeted Proposal Evaluation	03/01/2013– 03/08/2013	
Anticipated proposal evaluation & decision	3/11/2013	

Questions

Any questions regarding this Statement of Work should be submitted via mail or e-mail according to the schedule above to:

Name: Mike Law

Department: Minnesota Department of Veterans Affairs, Information Technology

Email Address: Mike.Law@state.mn.us

Questions and answers will be posted on the Office of Enterprise Technology website by approximately 02/22/2013 at 1630 hours (http://www.oet.state.mn.us/mastercontract/statements/mcp902ts_active.html)

SOW Evaluation Process

- Detailed response to, understanding and approach to “Project High Level Requirements” (15%)
- Company and project staff qualifications and experience (20%)
- Microsoft Certified Partner (Windows 7 and Office 2010 Desktop Deployment) (10%)
- Description of previous Windows 7 and Office 2010 Desktop Deployment work, including Reference (25%).
- Cost (30%)

Statement of Work does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Agency reserves the right to reject any and all proposals.

Responders Shall Provide the Following Information in their Responses

- Introduction
- Company overview
 - a) Company history, growth
 - b) Current financial data if publicly available
 - c) Company service areas
 - d) Microsoft certified partnership level
- Detailed response to “Project High Level Requirements”
 - a) Description of the vendor understanding of the need and explanation of their proposed solution.
 - b) Explain how the vendor will meet the requirements. Each project deliverable should be listed as a sub-heading. For each deliverable, describe how you will get to the deliverable.
 - c) For each “response,” vendor would need to explain if they will be leveraging templates and work products they have developed and tested in prior engagements?
- Explain how the vendor will approach their participation in the project. This includes:
 - a) Organization and staffing (including staff qualifications, resumes, etc.)
 - b) Work-plan with life-cycle cost breakdown
 - c) Contract/change management procedures
 - d) Project management (e.g. quality management, risk assessment/management, etc.)
 - e) Documentation of progress such as status reports
 - f) Any unique approach that will be used to deliver value
- Description of previous Windows 7 and Office 2010 Desktop Deployment Implementation
- References: Provide up to three references of previous Windows 7 and Office 2010 Desktop Deployment implementations
- Conflict of interest statement as it relates to this project
- Required forms to be returned or additional provisions that must be included in proposal
 - a) Affirmative Action Certificate of Compliance (if over \$100,000) <http://www.mmd.admin.state.mn.us/doc/affaction.doc>
 - b) Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>
 - c) Certification Regarding Lobbying
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
 - d) Veteran-Owned/Service Disabled Veteran-Owned Preference Form
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>

Proposal Submission Instructions

- Response Information:
 - a) Name: Mike Law
 - b) Email Address: Mike.Law@state.mn.us
 - c) Minnesota Department of Veterans Affairs, 20 West 12th Street, St. Paul, Minnesota 55155
 - d) All communication must include Attention: Windows 7 and Office 2010 Desktop Deployment Selection Committee
 - e) (1) Electronic copy and (3) Hard copies should be submitted
- All inquiries must be directed to Mike Law.
- Key dates:
 - a. See Schedule
 - b. Expiration date for the vendor’s price/terms guarantee: Price and terms will be valid for at least 30 days beyond the “Anticipated proposal evaluation & decision date”. After which they will remain in effect if the vendor is selected.

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of a work order. The submission of inaccurate or misleading information may be

grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this SOW will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this SOW that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFP, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

Responses to this solicitation must comply with the Minnesota IT Accessibility Standards effective September 1, 2010, which entails, in part, the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 Subparts A-D which can be viewed at: http://www.mmd.admin.state.mn.us/pdf/accessibility_standard.pdf

Nonvisual Access Standards

Nonvisual access standards require:

- 1) The effective interactive control and use of the technology, including the operating system, applications programs, prompts, and format of the data presented, are readily achievable by nonvisual means;
- 2) That the nonvisual access technology must be compatible with information technology used by other individuals with whom the blind or visually impaired individual must interact;
- 3) That nonvisual access technology must be integrated into networks used to share communications among employees, program participants, and the public; and
- 4) That the nonvisual access technology must have the capability of providing equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-owned/Service Disabled Veteran-Owned Preference

In accordance with Minnesota Statute §16C.16, subd. 6a, veteran-owned businesses with their principal place of business in Minnesota and verified as eligible by the United States Department of Veterans Affairs' Center for Veteran Enterprises (CVE Verified) will receive up to a 6 percent preference in the evaluation of its proposal.

Eligible veteran-owned small businesses include CVE verified small businesses that are majority-owned and operated by either recently separated veterans, veterans with service-connected disabilities, and any other veteran-owned small businesses (pursuant to Minnesota Statute §16C.16, subd. 6a).

Information regarding CVE verification may be found at <http://www.vetbiz.gov>.

Eligible veteran-owned small businesses should complete and **sign** the **Veteran-Owned Preference Form** in this solicitation. Only eligible, CVE verified, veteran-owned small businesses that provide the required documentation, per the form, will be given the preference.

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

State Of Minnesota – Affirmative Action Certification

If your response to this solicitation is or could be in excess of \$100,000, complete the information requested below to determine whether you are subject to the Minnesota Human Rights Act (Minnesota Statutes 363A.36) certification requirement, and to provide documentation of compliance if necessary. **It is your sole responsibility to provide this information and—if required—to apply for Human Rights certification prior to the due date of the bid or proposal and to obtain Human Rights certification prior to the execution of the contract. The State of Minnesota is under no obligation to delay proceeding with a contract until a company receives Human Rights certification**

BOX A – For companies which have employed more than 40 full-time employees within Minnesota on any single working day during the previous 12 months. All other companies proceed to BOX B.

Your response will be rejected unless your business:

- has a current Certificate of Compliance issued by the Minnesota Department of Human Rights (MDHR)
—or—
- has submitted an affirmative action plan to the MDHR, which the Department received prior to the date the responses are due.

Check one of the following statements if you have employed more than 40 full-time employees in Minnesota on any single working day during the previous 12 months:

- ☐ We have a current Certificate of Compliance issued by the MDHR. **Proceed to BOX C. Include a copy of your certificate with your response.**
- ☐ We do not have a current Certificate of Compliance. However, we submitted an Affirmative Action Plan to the MDHR for approval, which the Department received on _____ (date). **Proceed to BOX C.**
- ☐ We do not have a Certificate of Compliance, nor has the MDHR received an Affirmative Action Plan from our company. **We acknowledge that our response will be rejected. Proceed to BOX C. Contact the Minnesota Department of Human Rights for assistance.** (See below for contact information.)

Please note: Certificates of Compliance must be issued by the Minnesota Department of Human Rights. Affirmative Action Plans approved by the Federal government, a county, or a municipality must still be received, reviewed, and approved by the Minnesota Department of Human Rights before a certificate can be issued.

BOX B – For those companies not described in BOX A

Check below.

- ☐ We have not employed more than 40 full-time employees on any single working day in Minnesota within the previous 12 months. **Proceed to BOX C.**

BOX C – For all companies

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of the responder. You also certify that you are in compliance with federal affirmative action requirements that may apply to your company. (These requirements are generally triggered only by participating as a prime or subcontractor on federal projects or contracts. Contractors are alerted to these requirements by the federal government.)

Name of Company: _____ Date _____

Authorized Signature: _____ Telephone number: _____

Printed Name: _____ Title: _____

For assistance with this form, contact:

Minnesota Department of Human Rights, Compliance & Community Relations

Mail:	The Freeman Building 625 Robert Street North, Saint Paul, MN 55155	TC Metro:	(651) 296-5663	Toll Free:	800-657-3704
Web:	www.humanrights.state.mn.us	Fax:	(651) 296-9042	TTY:	(651) 296-1283
Email:	compliance.mdhr@state.mn.us				

**STATE OF MINNESOTA
AFFIDAVIT OF NONCOLLUSION**

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation);
2. That the attached proposal submitted in response to the **Windows 7 and Office 2010 Desktop Deployment** Request for Proposals has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment or services described in the Request for Proposal, designed to limit fair and open competition;
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals; and
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Responder's Firm Name: _____

Authorized Representative (Please Print) _____

Authorized Signature: _____

Date: _____

Subscribed and sworn to me this _____ day of _____

Notary Public

My commission expires: _____

CERTIFICATION REGARDING LOBBYING
For State of Minnesota Contracts and Grants over \$100,000

The undersigned certifies, to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, A Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization Name

Name and Title of Official Signing for Organization

By: _____
Signature of Official

Date

STATE OF MINNESOTA

VETERAN-OWNED PREFERENCE FORM

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference in the amount bid on state procurement to **certified small businesses** that are **majority-owned and operated by**:

(1) recently separated veterans who have served in active military service, at any time on or after September 11, 2001, and who have been discharged under honorable conditions from active service, as indicated by the person's United States Department of Defense form DD-214 or by the commissioner of veterans affairs;

(2) veterans with service-connected disabilities, as determined at any time by the United States Department of Veterans Affairs; or

(3) any other veteran-owned small businesses certified under section 16C.19, paragraph (d).

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation opening date and time. When responding to a Request for Bid (RFB), the preference is applied only to the first \$500,000 of the response. When responding to a Request for Proposal (RFP), the preference is applied as detailed in the RFP.

If you are claiming the veteran-owned preference, **attach documentation, sign and return this form with your response to the solicitation.** Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

I HEREBY CERTIFY THAT THE FIRM LISTED BELOW:

My firm is a certified small business and it is majority-owned and operated by an eligible person as defined by Minn. Stat. § 16C.16, subd. 6a.

☐ **Yes** ☐ **No** (must check yes or no) **State the type of documentation attached:** _____

DOCUMENTATION MUST BE PROVIDED FOR ONE OF THE FOLLOWING REQUIREMENTS:

☐ (1) recently separated veterans who have served in active military service, at any time on or after September 11, 2001, and who have been discharged under honorable conditions from active service, as indicated by the person's United States Department of Defense form DD-214 or by the commissioner of veterans affairs;

State the type of documentation attached: _____

☐ (2) veterans with service-connected disabilities, as determined at any time by the United States Department of Veterans Affairs;

State the type of documentation attached: _____

☐ (3) any other veteran-owned small businesses certified under Minnesota Statute Section 16C.19, paragraph (d).

State the type of documentation attached: _____

Name of Company: _____

Date: _____

Authorized Signature: _____

Telephone: _____

Printed Name: _____

Title: _____

IF YOU ARE CLAIMING THE VETERAN-OWNED PREFERENCE, ATTACH DOCUMENTATION, SIGN AND RETURN THIS FORM WITH YOUR RESPONSE TO THE SOLICITATION.